

Yearly Online Verification

FOR
CURRENT
FAMILIES



Before You Begin

Only a legal guardian living at the student's primary address can complete verification for that student.

You will need to log into your Infinite Campus Parent Portal.

If you do not have a Parent Portal account contact michele.bruno@gdrh.org at Parkway Elementary or belle.holloway@gdrh.org at Glen Hills Middle School.

You do not have to complete the verification process at one time.

Please write down your **Confirmation Number**. As you complete each section you can save. Just sign back into the portal and click the link to pick back up where you left off.

Once you submit the application, you can't edit it or upload documents.

Make sure you have everything correct before clicking the submission button.

Verification Checklist

Please make sure you have this information ready for each student in your household.

- **Household** - current address, phone number
- **Guardians** - address, phone number, email address
- **Emergency Contacts** - addresses, phone numbers
- **Health** - conditions, medications, and immunization record
- **Proof of Residency**
 - **Document 1**
 - Current property tax bill (homeowners); or current lease with leasing agent contact info (long term renters); or month-to-month lease with verification from the leasing agent via letter (month-to-month renters).
 - **Document 2**
 - Current utility bill with parent name and address on it
 - **If the guardian is not the homeowner or leaser, please request the Residency Affidavit Document from the school.**

Residency & Immunization Documentation

If your immunization documents are in digital form, you can upload them and attach them to the application.

Many banks or utility companies offer digital copies, or you can scan or take a photo of these documents with a phone and email it to yourself to get a digital copy.

If you do not upload documents, you must still submit the online verification form. Then contact your school office for further instruction or bring your documents to the school during an Online Registration help desk session.

Accessing Your Online Application

1. Log into the Parent Portal or the Campus Parent app and choose the **More** option from the navigation. Then click **Online Registration** (for verification - just the name of the tool from Infinite Campus).

2. The welcome screen contains a table of all students in your household eligible for verification. Students listed as **included** will need to be verified for this process. **Note that the grade listed will be for the 24-25 school year.**

A student might be excluded if you are not listed as a guardian for that student, or if that student is already in another guardian's application. If you have please call the student's school office before continuing.

3. If every thing looks correct click **Begin**.

4. Type your name into the box and click **Submit**.

5. The next screen contains a list of information needed to complete the verification process. Please verify that you have all the needed information then click **Begin**.

Verification

The application has several different sections. Each Section may have multiple tabs to fill out.

- Any field with a red * asterisk must be filled in.
- **Please check all information carefully.**
- Make changes to incorrect or incomplete information.
- You can make changes to completed sections by clicking on the green section header.
- You cannot skip sections or open a sections until you have completed the previous section.
- After each section you will click **Save/Continue**. This will save your progress in you need to lave and come back later.

The Parent/Guardian, Emergency Contact, and Student sections contain a list of names as shown in the picture below. You must click **Edit/Review** for each person to review their information.

First Name	Last Name	Gender	Completed	Record Type	Linked to Campus Name
Taylor	Dassow	F	✓	New	Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Adding a New Student

There is button to [Enroll a New Student](#) at the bottom of the Student section. Use this to enroll students who are new to the district for the 24-25 school year and not already listed in the student section.

Submitting the Form

Once you've gone through all the sections, you will submit the verification form . Don't forget you can save the application and return to it later. **You cannot edit an application or upload documents after it has been submitted.**

This is the confirmation screen. Your form has not been submitted until you see this screen. School office staff will review and either approve your application or contact you if they need additional information.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)